

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(III)14-094	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて/All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Nurse, #6000, BWT 6-2			基本給/ Basic Wage ￥172,000
部隊名/Organization MEDDAC-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input checked="" type="checkbox"/> 変則勤務/Irregular Shift Work (0700-1600 & 0800-1700)	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p> <b>* ご応募に際して、注意事項 (<a href="http://www.usagi.jp.pac.army.mil/gojobs/howtoapply_ip.aspx">http://www.usagi.jp.pac.army.mil/gojobs/howtoapply_ip.aspx</a>) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</b> </p> <p> <b>**USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</b> </p> <p> <b>USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。</b> </p> <p> <b>申請用紙 / Applications :</b>  <input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)         </p> <p> <b>* 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.</b> </p> <p> <b>申請用紙の記入言語 / Language to complete applications :</b>  <input checked="" type="checkbox"/>英語/English <input type="checkbox"/>日本語/Japanese <input type="checkbox"/>日本語 (英語での記入も可) / Japanese (English is acceptable as well)  <input checked="" type="checkbox"/>ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score.  <input type="checkbox"/>日本の運転免許証の写し/Copy of Japanese driver's license  <input type="checkbox"/>最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.  <input checked="" type="checkbox"/>その他/Other Please attach the copy of Japanese Registered Nurse or unrestricted US Nurse license (RN).  <b>Copy of Cardiopulmonary Resuscitation Certificate (CPR), if any.</b> </p>			
採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
応募方法/To Apply			
<p>           上記の書類を締切日までに担当の人事課まで郵送してください。            締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。            提出された応募書類は返却いたしません。            記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。            記載内容に虚偽の申告があると認められたときは応募が無効となります。            Mail the application to the office shown in the bottom of this form along with necessary documents specified above.            Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted.            All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered.            Applications, if found with false statements, are invalid.         </p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 IMJN-JER 日本人事務所 雇用課 MLC(III)14-094		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER MLC(III)14-094	

## **職務内容 / Duties:**

1. Performs the full range of professional nursing duties for Family Practice patients. Conducts a focused nursing assessment of the health status of individuals, gathering history of present illness and review of systems using the Armed Forces Health Longitudinal Technology Application (AHLTA) TSWF (Tri-Service Workflow form). Works together with Patient Centered Medical Home (PCMH) team to manage patients within the model. Pre-plans patient appointments gathering data for pre-appointment planning. Assists Team Nurse and Primary Care Manager (PCM) with health coaching patients. Administers medications as ordered by providers by all routes allowable under the Medication Administration policy. Actively participates in, and supports Performance Improvement activities and contributes to the creation and revision of nursing policies and procedures. Alerts providers of significant changes in a patient's condition in a timely manner. Facilitates patient processing to ensure timely arrival to scheduled appointments. Operates specialized equipment, to include Automatic External Defibrillator (AED), Electrocardiogram (EKG) machines, Nebulizers, suction, and vital signs equipment. Uses applicable computer programs including Composite Health Clinical System (CHCS), AHLTA, Microsoft Word and the internet to communicate with other USA Meddacc-J personnel and to document care provided to patients. Performs all clerical tasks associated with patient care including booking appointments, generating Telephone consults and other Front Desk responsibilities. Assists HCPs with examinations and treatments. Takes and records weight, temperature, pulse, respiration, blood pressures, visual acuity, body mass indexes, and nursing assessment information. Chaperones patients. Performs wound care including cleansing, bandaging, soaking, dressing or packing, as ordered, observing appropriate hand washing, sterile technique and infection control requirements. Assists with well-child examinations including completion of appropriate forms and graphing physical measurements, and obtaining necessary patient education literature appropriate for the patient's age. Assists with minor procedures to include observing patient's condition and response to procedure and documenting in the medical record. In emergency cases, initiates appropriate emergency response and performs Basic Life Support (BLS) as indicated. Maintains examining rooms and equipment within infection control standards. Works with infection control officer and Central Material Services (CMS) Non-Commissioned Officer in Charge (NCOIC) in maintaining equipment and supplies for procedures. Maintains proper level and quantity of supplies (such as sheets, towels, swabs, gauze, etc.) in the clinical areas. Turns in dirty linen to Logistics Division. Restocks clean linen in exam rooms. Provides a clean, orderly and pleasant atmosphere for patients and personnel. Works with NCOIC of Family Practice in maintaining equipment in working order and monitoring supply usage.

2. Promotes customer service in every aspect of nursing duties. Acts as a translator and interpreter for staff and patients in the treatment area as needed. Serves as a back-up Interpreter/Translator. Communicates with local civilian hospitals for all emergent and primary medical care situations. Translates and interprets the explanation of care to be provided to English speaking patients in Japanese health care facilities and Japanese speaking patients in military treatment facilities, as well as for the health care providers. Translates medical documentation and conversations for physicians and administrators alike concerning the status and continuing care for patients in local Japanese hospitals. Assesses the patient's and/or family's learning needs and the patient's and/or family's abilities and readiness to learn. Independently teaches patient and family about procedures, medications, disease processes, and diagnosis. Orients and provides on-the-job training for new personnel through formal and informal instruction. Provides in-services on topics related to Family Practice and ambulatory nursing. Attends required clinic in-services and completes yearly requirements.

Performs other related or incidental duties, as assigned.

## **要求される英語力レベル / Required Language Proficiency Level (LPL):**

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC 470, TOEFL (PBT) 460, TOEFL (IBT) 48 or EIKEN Grade Pre 2.

## **要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:**

1. Must possess Japanese License for Registered Nurse or unrestricted United States Nursing License (RN).

## **要求される雇用条件/Required Condition of Employment:**

1. Must possess or be able to obtain/maintain current Cardiopulmonary Resuscitation Certificate (CPR).
2. This position is designated Mission Essential. Incumbents required to perform critical duties regardless of weather conditions, emergency situations, or general dismissal authorizations.